DOCUMENT RESUME

ED 220 696 CE 033 792

AUTHOR Stark, Pamela
TITLE Grooming. Learning Activity Package.
INSTITUTION California State Dept. of Education, Sacramento. Bureau of Publications.
PUB DATE 82
NOTE 31p.; For related document see CE 033 793. For other documents in the series see CE 033 788-811.
AVAILABLE FROM Bureau of Publications, California Dept. of Education, P. O. Box 271, Sacramento, CA 95802 ($1.75).

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS Allied Health Occupations; *Allied Health Occupations Education; Behavioral Objectives; *Dental Health; *Hygiene; Individualized Instruction; Learning Activities; Learning Modules; Postsecondary Education; Secondary Education; Self Evaluation (Individuals)

ABSTRACT

This learning activity package on grooming for health workers is one of a series of 12 titles developed for use in health occupations education programs. Materials in the package include objectives, a list of materials needed, information sheets, reviews (self evaluations) of portions of the content, and answers to reviews. These topics are covered: grooming, dental hygiene, and good grooming for men and women. (YLB)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

**LAP** *Learning Activity Package*

ED220696

# GROOMING

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)
This document has been reproduced as received from the person or organization originating it.
Minor changes have been made to improve reproduction quality.
• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY
T Smith
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CALIFORNIA STATE DEPARTMENT OF EDUCATION
Wilson Riles, Superintendent of Public Instruction
Sacramento, 1982

CE 033 792

# GROOMING

PREPARED BY: PAMELA STARK, RDA, CDA
INSTRUCTOR, GROSSMONT SCHOOL DISTRICT

This learning activity package, which was funded under Public Law 94-482 and Public Law 95-40, was prepared and published by the California State Department of Education, 721 Capitol Mall, Sacramento, CA 95814, and distributed under the provisions of the Library Distribution Act.

1982

# CONTENTS


| | Page |
|---|---|
| Objectives | 1 |
| Materials Needed | 1 |
| Grooming | 2 |
| Why is Good Grooming Necessary? | 3 |
| Good Dental Hygiene | 6 |
| Review I | 8 |
| Grooming for Men | 10 |
| Women's Needs | 11 |
| Hair Care | 12 |
| Fingernails | 13 |
| Jewelry is Not Part of Your Uniform | 14 |
| Your Undergarments | 15 |
| Odds and Ends | 16 |
| Review II | 17 |
| Well-Groomed Female Employee | 19 |
| Well-Groomed Male Employee | 20 |
| Food | 24 |
| Posture | 25 |
| Grammar | 25 |

OBJECTIVES:

AFTER YOU COMPLETE THIS LAP, YOU WILL BE ABLE TO DO THE FOLLOWING:

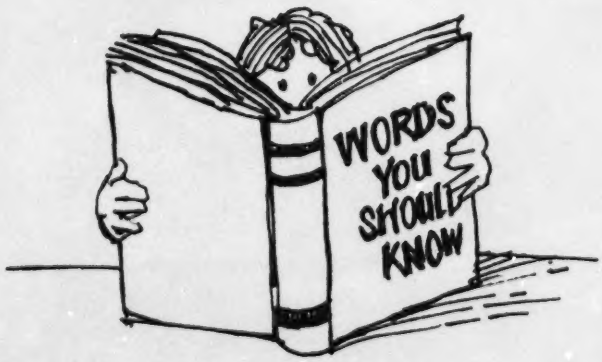
1. LIST THREE REASONS WHY GOOD GROOMING IS IMPORTANT.
2. NAME THREE SIGNS OF A WELL-GROOMED PERSON.
3. LIST SIX SIGNS OF A WELL-GROOMED FEMALE EMPLOYEE.
4. LIST SIX SIGNS OF A WELL-GROOMED MALE EMPLOYEE.

MATERIALS NEEDED:

PENCIL OR PEN
WORK SHEET

WORDS YOU SHOULD KNOW:

| | |
|---|---|
| PROFESSION: | A PRINCIPAL CALLING, VOCATION OR EMPLOYMENT |
| PROFESSIONALISM: | THE CONDUCT, AIMS, OR QUALITIES THAT CHARACTERIZE OR MARK A PROFESSION OR A PROFESSIONAL PERSON |
| PROFESSIONAL: | CONFORMING TO THE ETHICAL STANDARDS OF A PROFESSION |
| GROOM: | TO MAKE NEAT OR ATTRACTIVE |
| AURA: | A DISTINCTIVE ATMOSPHERE SURROUNDING A PERSON |
| ORAL PROPHYLAXIS: | THE CLEANING OF TEETH |
| TO MAINTAIN: | TO KEEP |



# WHY IS GOOD GROOMING NECESSARY?

HELPS YOU TO GET A JOB

HELPS YOU TO KEEP A JOB

YOU WILL RECEIVE PEER ACCEPTANCE.

YOU WILL MAINTAIN PROFESSIONALISM.

YOU WILL NOT BE OFFENSIVE TO OTHERS.

YOU WILL MAINTAIN YOUR GOOD HEALTH.

YOU WILL BECOME A BETTER LOOKING PERSON.

YOU WILL MAKE A BETTER IMPRESSION ON OTHERS.

YOU WILL MAINTAIN A PLEASING AURA.

YOU WILL BE HAPPIER ABOUT YOURSELF.

## WHO WOULD YOU HIRE?

BODY ODOR

DIRTY CLOTHES

MISSING BUTTON

DIRTY SHOES

NEAT HAIR

TRIMMED MUSTACHE

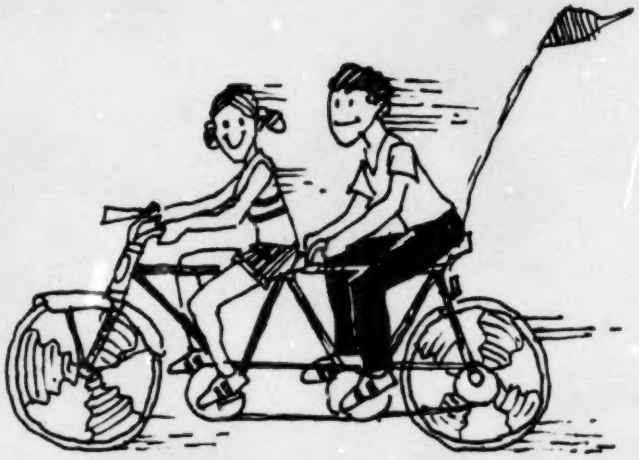
CLEAN AND NEAT CLOTHING

POLISHED SHOES

GOOD GROOMING IS A REFLECTION OF A PERSON WHO

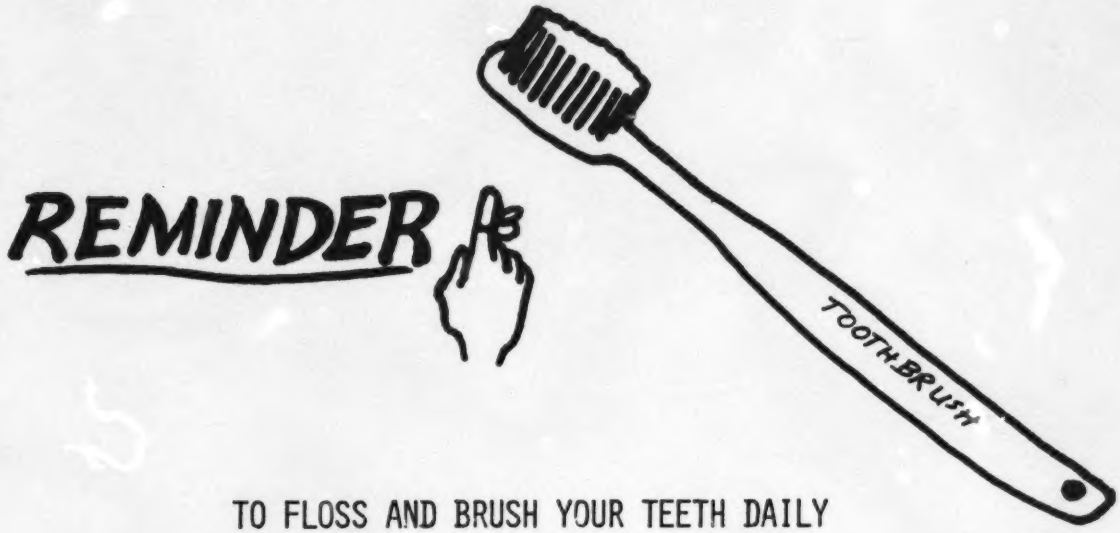
EATS PROPERLY

(REVIEW THE NUTRITION LAP)



EXERCISES

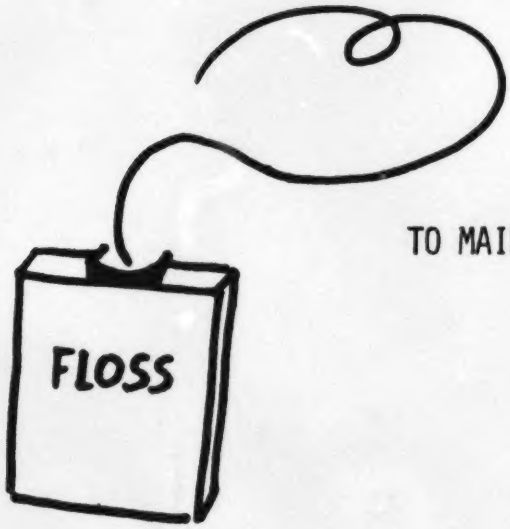
HAS ADEQUATE REST




TO FLOSS AND BRUSH YOUR TEETH DAILY

IF YOU HAVE TIME, IT IS BEST TO BRUSH

AFTER EACH MEAL OR SNACK.




TO MAINTAIN YOUR HEALTHY SMILE,

YOU SHOULD HAVE A DENTAL CHECKUP
AND AN ORAL PROPHYLAXIS
TWICE A YEAR.

ODORS THAT ARE NOT ACCEPTABLE FOR A WELL-GROOMED PERSON.

BAD BREATH

BODY ODORS

CIGARS AND CIGARETTES

STRONG PERFUMES
OR
AFTERSHAVE

REVIEW I.

DO YOU REMEMBER?

WRITE ANSWERS ON YOUR WORK SHEET.

1. LIST THREE REASONS WHY GOOD GROOMING IS NECESSARY?

   A. _____

   B. _____

   C. _____

2. TRUE OR FALSE.

   _____ A. GOOD GROOMING IS A REFLECTION OF A PERSON WHO EATS WELL AND GETS ADEQUATE REST.

   _____ B. A DAILY BATH IS NOT NECESSARY FOR A WELL-GROOMED PERSON.

   _____ C. TO MAINTAIN A HEALTHY MOUTH, YOU SHOULD HAVE A DENTAL CHECKUP TWICE A YEAR.

3. LIST THREE ODORS THAT ARE NOT ACCEPTABLE FOR A WELL-GROOMED PERSON.

   A. _____

   B. _____

   C. _____

REVIEW I. ANSWER KEY

1. (ANY THREE)

HELPS YOU GET A JOB

HELPS YOU KEEP A JOB

PEER'S ACCEPTANCE

PROFESSIONALISM

GOOD HEALTH

NONOFFENSIVE

BETTER LOOKING

BETTER IMPRESSION

AURA

HAPPIER YOU

2. TRUE OR FALSE

A. TRUE

B. FALSE

C. TRUE

3. (ANY THREE)

BODY ODOR

BAD BREATH

CIGARS AND CIGARETTES

STRONG PERFUMES OR AFTERSHAVE

# FACIAL HAIR

MEN MUST SHAVE DAILY.

TAKE CARE OF YOUR COMPLEXION.

WASH YOUR FACE AND EAT THE RIGHT FOODS.

KEEP YOUR MOUSTACHE CLEAN.

KEEP MOUSTACHE FREE OF DEBRIS.

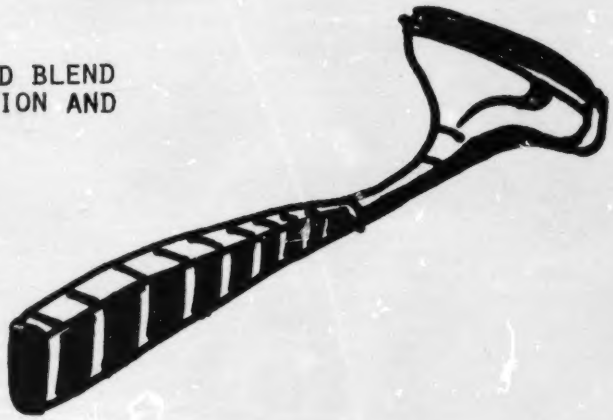
DON'T PLAY WITH OR TOUCH YOUR BEARD.

WHILE WORKING, DON'T CHEW YOUR MOUSTACHE.

MAINTAIN A WELL-TRIMMED MOUSTACHE AND BEARD.

KEEP NASAL HAIR TRIMMED.

SHAVE YOUR LEGS AND UNDERARMS AS FREQUENTLY AS NEEDED.



YOUR MAKEUP SHOULD BLEND WITH YOUR OCCUPATION AND BE IN GOOD TASTE.

DO NOT USE HEAVY EYE MAKEUP.

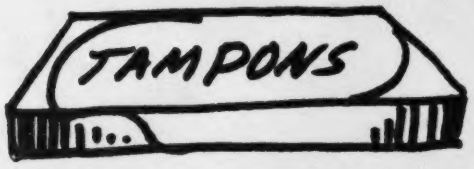
DO NOT WEAR FALSE EYELASHES.

USE MUTED EYESHADOWS.

DO NOT WEAR BRIGHT EYESHADOWS.

LET YOUR MAKEUP COMPLEMENT THE COMPLEXION OF YOUR SKIN.

BE CAREFUL OF MENSTRUAL ODOR.



HAIR SHOULD BE NEAT AT ALL TIMES.

WASH YOUR HAIR FREQUENTLY.

HAIR SHOULD BE CLEAN AND STYLED OFF YOUR COLLAR.

WHILE AT WORK, YOUR HAIR SHOULD NOT HAVE:

RIBBONS
FLOWERS
BEADS
SCARVES
HEADBANDS
DECORATIVE ITEMS

NO DANDRUFF

PROFESSIONALISM REQUIRES NEAT, CLEAN, AND HEALTHY HAIR. YOUR HAIRSTYLE REFLECTS YOUR PROFESSION.

# FINGERNAILS

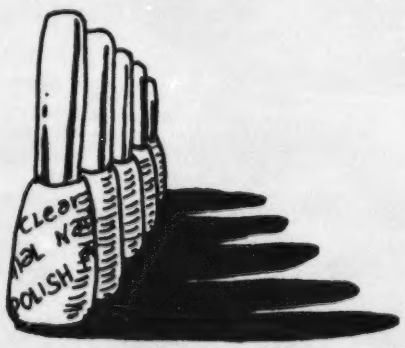
MUST BE KEPT SHORT AND CLEAN.

DON'T CHEW YOUR NAILS.

HANDS SHOULD BE FREE OF STAINS SUCH AS:

TOBACCO
PAINT
SHOE POLISH
GARDENING
CAR GREASE

IF NAIL POLISH IS USED, IT SHOULD BE CLEAR.




CAN YOU THINK OF OTHERS?

# JEWELRY IS NOT PART OF YOUR UNIFORM

FLASHY EARRINGS

DANGLING EARRINGS

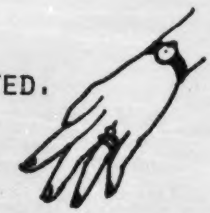
ELABORATE PINS

NECKLACES

JEWELRY THAT IS NOT ACCEPTABLE WHILE IN UNIFORM:

- RINGS
- NECKLACES (GOLD, SILVER, ETC.)
- SHELLS
- CHARMS (OF ANY KIND)
- FLOWERS
- STICK PINS
- ELABORATE PINS
- FLASHY, DANGLING EARRINGS
- BRACELETS
- MEN'S NECKLACES

WEDDING RINGS AND WATCHES ARE PERMITTED.



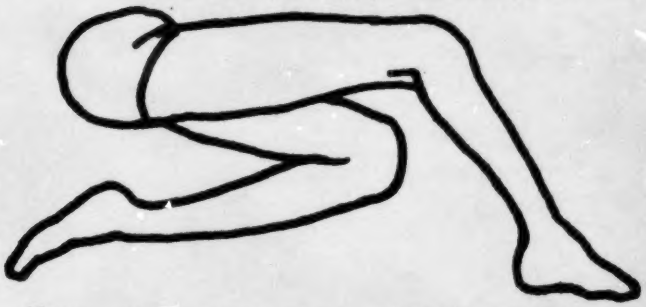
# YOUR UNDERGARMENTS

## WOMEN

MEND BRA WITH NEEDLE AND THREAD.

DO NOT USE SAFETY PINS TO MEND IT.

DO NOT WEAR BRIGHT COLORED UNDERWEAR; WEAR FLESH-COLORED OR WHITE UNDERWEAR.



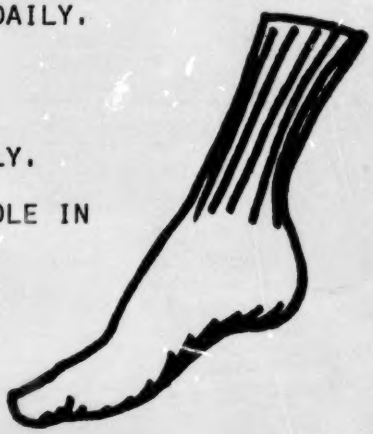
YOUR HOSE SHOULD BE CHANGED DAILY.

IF YOUR HOSE HAVE A RUN, DO NOT WEAR THEM.

## MEN

MAKE SURE THE COLOR OF THE SOCKS BLEND WELL WITH YOUR PANTS.

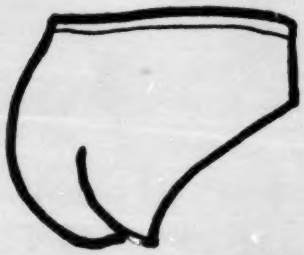
ALL UNDERGARMENTS SHOULD BE CHANGED DAILY.



MEN'S SOCKS SHOULD BE CHANGED DAILY.

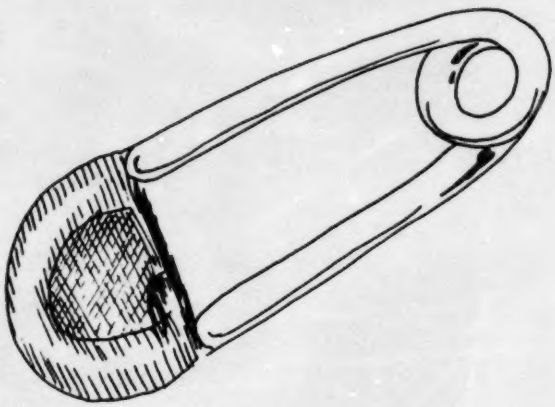
DO NOT WEAR SOCKS IF THERE IS A HOLE IN THE TOE OR HEEL.

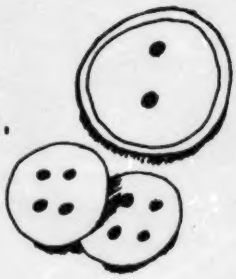
CHANGE YOUR UNDERWEAR DAILY.



DO NOT WEAR BRIGHT-COLORED UNDERWEAR.

# ODDS AND ENDS

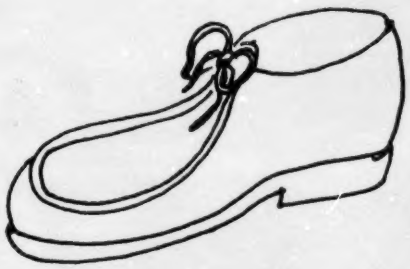




NO MISSING BUTTONS.

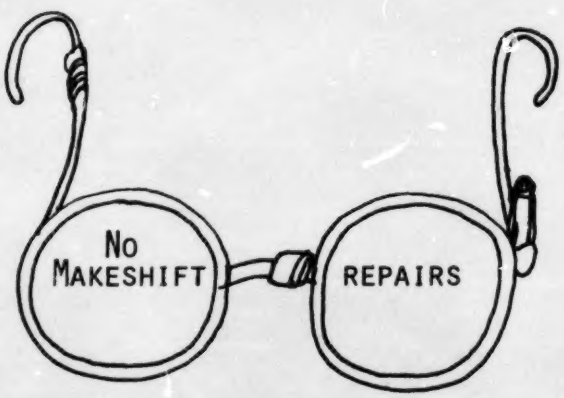
USE A NEEDLE AND THREAD FOR CLOTHING REPAIRS.

REPLACE SHOELACES AND HEELS AS NEEDED.



REPLACE BROKEN LACES.

CLEAN AND POLISH SHOES.




PROPERLY REPAIR BROKEN GLASSES.

KEEP GLASSES CLEAN (NO FINGERPRINTS).

REVIEW II.

DO YOU REMEMBER?

TRUE OR FALSE

_____ 1. A MAN'S MOUSTACHE AND BEARD NEED NOT BE TRIMMED.

_____ 2. YOUR HAIR CAN BE STYLED SO THAT IT COVERS THE COLLAR.

_____ 3. PROFESSIONALISM REQUIRES NEAT, CLEAN, AND HEALTHY HAIR.

_____ 4. YOUR FINGERNAILS MUST BE KEPT SHORT AND CLEAN.

_____ 5. YOUR HANDS SHOULD BE FREE OF STAINS.

_____ 6. JEWELRY IS NOT PART OF YOUR UNIFORM.

_____ 7. WATCHES AND WEDDING RINGS ARE PERMITTED WHILE AT WORK.

_____ 8. BRACELETS ARE PERMITTED WHILE IN UNIFORM.

_____ 9. YOUR HOSE SHOULD BE LIGHT IN COLOR.

_____ 10. MEN'S SOCKS NEED NOT BE CHANGED DAILY.

REVIEW II. ANSWER KEY

1. False
2. False
3. True
4. True
5. True
6. True
7. True
8. False
9. True
10. False

HOW DID YOU DO? ALL CORRECT? GREAT, GO AHEAD.

MISSED ONE OR TWO?

GO BACK AND REREAD PAGES 10 - 14 OF THIS LAP.

# WELL-GROOMED FEMALE EMPLOYEE

SIMPLE HAIRSTYLE

NO DANGLING EARRINGS

CLEAN UNDERWEAR

LIGHT OR WHITE HOSE

CLEAN HAIR

CLEAN MOUTH

NO JEWELRY

HAIR OFF COLLAR

DEODORANT USED

NO PERFUMES

CLEAN, WRINKLE-FREE UNIFORM

CORRECT DRESS LENGTH

CLEAN SHOES AND SHOELACES.

LIGHT MAKEUP

CLEAN, SHORT NAILS

CLEAR NAIL POLISH

# WELL-GROOMED MALE EMPLOYEE

CLEAN HAIR

CLEAN MOUTH

HAIR OFF COLLAR

CLEAN, SHORT NAILS

WELL-POLISHED SHOES

NO AFTERSHAVE

DEODORANT USED

NO JEWELRY

CLEAN SHOES AND SHOELACES

CLEAN SHAVEN

TRIMMED MOUSTACHE

CLEAN AND WRINKLE-FREE UNIFORM

CLEAN UNDERWEAR

# WELL-GROOMED FEMALE EMPLOYEE

ARE YOU? YES OR NO

1. IS YOUR HAIR CLEAN?

2. IS YOUR MAKEUP LIGHT?

3. IS YOUR MOUTH CLEAN AND HEALTHY?

4. IS YOUR HAIR OFF YOUR COLLAR?

5. DO YOU HAVE A SIMPLE HAIR-STYLE?

6. ARE YOU WEARING DANGLING EAR-RINGS?

7. DID YOU USE DEODORANT TODAY?

8. ARE YOUR NAILS CLEAN AND SHORT?

9. ARE YOU WEARING CLEAN UNDERWEAR?

10. IS YOUR UNIFORM CLEAN?

11. ARE YOU WEARING CLEAR NAIL POLISH?

12. ARE YOU WEARING LIGHT OR WHITE HOSE?

13. ARE YOUR SHOES AND SHOELACES CLEAN?

## WELL-GROOMED MALE EMPLOYEE

ARE YOU? YES OR NO

1. IS YOUR MOUTH CLEAN AND HEALTHY?

2. IS YOUR HAIR CLEAN?

3. IS YOUR HAIR OFF OF YOUR COLLAR?

4. ARE YOUR NAILS CLEAN AND SHORT?

5. ARE YOU WEARING STRONG AFTERSHAVE?

6. ARE YOUR SHOES WELL POLISHED?

7. DID YOU USE DEODORANT TODAY?

8. ARE YOU WEARING JEWELRY?

9. DID YOU SHAVE TODAY?

10. DID YOU TRIM YOUR MOUSTACHE?

11. IS YOUR UNIFORM CLEAN?

12. ARE YOU WEARING CLEAN UNDERWEAR?

HOW DID YOU DO? GOOD!!!
NOT WELL---GO BACK AND REREAD THE LAP.

COVER THIS SIDE OF PAPER WHILE TAKING YOUR TEST

**WOMEN**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

CORRECT ANSWER

1. YES
2. YES
3. YES
4. YES
5. YES
6. NO
7. YES
8. YES
9. YES
10. YES
11. YES
12. YES
13. YES

**MEN**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

CORRECT ANSWER

1. YES
2. YES
3. YES
4. YES
5. NO
6. YES
7. YES
8. NO
9. YES
10. YES
11. YES
12. YES

HOW DID YOU DO? GOOD



NOT WELL

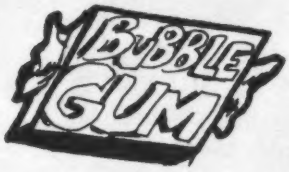
----GO BACK AND REREAD THE LAP

# FOOD

DO NOT SNACK IN FRONT OF YOUR PATIENTS.

CANDY CAUSES DECAY OF YOUR TEETH.

WELL-GROOMED PEOPLE DO NOT CHEW GUM WHILE WORKING.



DO NOT BRING DRINKS TO THE WORK STATION (YOU MAY HAVE AN ACCIDENT).

IF YOU SMOKE, BE CAREFUL OF SMOKER'S ODOR. TOBACCO BREATH!!!!!

SMOKE ODOR ON YOUR HANDS!!!!

TOBACCO ODOR IN YOUR CLOTHING!!!!

SMOKE ODOR IN YOUR HAIR!!!!

SMOKE STAINS ON YOUR TEETH!!!!

DO NOT EAT, DRINK, OR SMOKE AT YOUR WORK STATION.

## POSTURE

GOOD POSTURE IS A PART OF GOOD GROOMING.

A SLOUCHED POSTURE IS A MARK OF A POORLY GROOMED PERSON.

LOOK ALIVE!!

WALK TALL!!!

BE PROUD OF YOURSELF!!!!

BODY LANGUAGE????

## GRAMMAR

THE WELL-GROOMED PERSON SPEAKS PROPERLY.

ENUNCIATE YOUR WORDS.

SMILE WHEN YOU SPEAK.

DON'T SPEAK WITH YOUR MOUTH FULL OF FOOD OR GUM.

USE EYE CONTACT WHEN YOU SPEAK.

GROOMING

BEING A WELL-GROOMED PERSON TAKES TIME. IT DOES NOT HAPPEN OVERNIGHT. YOU MUST PLAN EACH DAY ON HOW TO CARE FOR YOURSELF. BY YOUR DAILY CARING AND PLANNING, GOOD GROOMING WILL BECOME A HABIT.

YOU ARE NOW READY TO TAKE YOUR GROOMING FINAL LAP REVIEW. YOUR INSTRUCTOR HAS THE REVIEW AND YOUR COMPLETION CARD.

## Learning Activity Packages
## Available from the Department of Education

This learning activity package is one of a series of 12 titles relating to health careers that are available from the California State Department of Education. A student packet and an instructor's packet are published in each of the following subjects:

Blood Pressure
Confidentiality
Grooming
Handwashing Technique
Metric System
Nutrition
Observation of Patient
Oral Hygiene
Shock and Anaphylactic Shock
The Surgical Scrub
Syncope
Temperature, Pulse, and Respiration

Student packets are available at $1.75 each, plus tax, and instructors' packets at $1.50 each, plus tax.

Orders should be directed to:

California State Department of Education
P.O. Box 271
Sacramento, CA 95802

Remittance or purchase order must accompany order. Purchase orders without checks are accepted only from government agencies in California. Sales tax should be added to all orders from California purchasers.

A complete list of approximately 500 publications available from the Department may be obtained by writing to the address listed above.



81-73 DE 12472 2-82 1M